

**CLASS TITLE:            ASSISTANT DIRECTOR FOR PLANNING  
                                 AND PROGRAM DEVELOPMENT  
                                 (DLT)**

**Class Code: 02580600**

**Pay Grade: 39A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, coordinate, and direct the work of a staff engaged in planning and developing employment and training related programs for the Department of Labor and Training; to develop new proposals to solicit federal and other grants; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a supervisor with considerable latitude to exercise initiative and independent judgement; work is reviewed through meetings, conferences and reports to ensure compliance with established policies, laws, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and evaluates the activities of professional, technical and clerical staff; reviews work for satisfactory performance and conformance with pertinent guidelines.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, organizing and directing the work of a staff engaged in the planning and development of programs.

To assist the Workforce 2000 Council in planning and developing a comprehensive employment and training system.

To be responsible for researching, writing, and reviewing grant applications.

To develop plans and strategies for procuring new funding resources.

To coordinate and review all departmental public relations information programs to ensure effective coverage in the available media.

To coordinate departmental planning activities.

To act as liaison with the Department of Economic Development and appropriate government agencies in providing assistance to new or expanding industries in the state.

To be responsible for the preparation of the annual and biennial plans, and other plans required to carry out programs in compliance with state and federal regulations and the Workforce 2000 Council.

To develop and recommend strategies and alternatives for the provision of department services pursuant to goals and objectives.

To coordinate program planning functions and initiatives with other state agencies and organizations.

To represent the director at meetings held for the purpose of formulating policy, procedures and plans.

To perform other related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and policies of the Department of Labor and Training; a thorough knowledge of the Wagner-Peyser Act, Job Training Partnership Act and other programs relating to the training and employment of Rhode Island's workforce; a thorough knowledge of programs and federal legislation administered by the Department of Labor's Employment and Training Administration; a thorough knowledge of the grant writing process; a working knowledge of funding sources available to public service agencies; skill in writing reports and grants; the ability to coordinate programs; the ability to plan and develop strategies and procedures to implement new programs within the department; the ability to work effectively with interested



individuals, groups and organizations; the ability to plan, develop, coordinate, and monitor the work of staff engaged in planning and programming; the ability to establish and maintain an effective working relationship with granting agencies, employer organizations and the general public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in Business or Public Administration, Communications, or a closely related field; and

Experience: Such as may have been gained through: considerable experience in a position responsible for employment and training programs, including the planning, development and coordination of such programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: August 25, 1991

Editorial Review: 3/15/03